

## POLICY 8

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### COMMITTEES OF THE BOARD

The Board will establish committees to assist it to carry out its work. Committees can perform the following functions:

- Be empowered to act on behalf of the Board;
- Conduct research and report back to the Board with recommendations;
- Submit the minutes of all committee meetings, with recommendations to the next regular meeting of the Board; and
- Perform a liaison function.

The Board will determine the terms of reference for each committee, including purpose, powers and duties, membership, budget, and meeting requirements. Board committees shall only exercise such powers as are specifically assigned by the Board.

Committees may be standing or ad hoc in nature.

#### **STANDING COMMITTEES**

Standing Committees are established to assist the Board with work of an ongoing or recurring nature.

##### **1. Board Committee of the Whole**

The Board Committee of the Whole is established as a standing committee of the Board, with responsibilities for work as detailed below

- i. Purpose
  - To discuss initiatives and proposals requiring advanced background understanding prior to consideration of the matter at a regular Board meeting.
  - To provide opportunity for planned professional development activities for trustees.
- ii. Powers and Duties
  - The committee has no specific powers other than to hear initiatives and proposals that will be brought to regular Board meetings for consideration and action. No decisions can be made at this committee level.

- iii. Membership
  - All trustees
  - Board Chair, to serve as Chair of committee
  - Superintendent and designate(s)
- iv. Meetings
  - As required but not to exceed one meeting per month during the period of September to June each year.

## **2. Salary and Wage Review Committee**

The Salary and Wage Review Committee is established as a standing committee of the Board, with responsibilities for work as detailed below:

- i. Purpose
  - To recommend appropriate salary and benefits positions to the Board for non-union employees.
- ii. Powers and Duties
  - Solicit recommendations from employees as they arise.
  - Obtain comparative salary and benefits data from other employers.
  - Recommend changes in salary and benefits levels to the Board for consideration.
- iii. Membership
  - All trustees
  - Board Chair, to serve as Chair of committee
  - Superintendent and designate(s)
- iv. Meetings
  - Annually in the spring of each year and as required throughout the year to address issues arising.

## **3. Liaison Committee**

The Liaison Committee is established as a standing committee of the Board, with responsibilities for work as detailed below:

- i. Purpose
  - To meet with employee groups to foster effective communication and involve staff in a collaborative decision-making process.
  - To discuss areas of mutual interest between the employee groups and the Board and to provide an avenue for feedback on jurisdiction operations from employees.

- ii. Powers and Duties
  - Meet to discuss jurisdiction operations with employee groups throughout the year and communication employee concerns to the Board.
  - Make recommendation to the Board on proposed advocacy measures and strategies.
- iii. Membership
  - Two trustees
  - Board Chair, to serve as Chair of committee
  - Superintendent and designate(s)
- iv. Meetings
  - ATA staff liaison meetings throughout the year as established by the committee.
  - Support staff liaison up to two meetings per year based on need.

#### **4. Grievance Committee**

The Grievance Committee is established as a standing committee of the Board, with responsibilities for work as detailed below:

- i. Purpose
  - To hear ATA Collective Agreement grievances and resolve grievances if possible.
- ii. Powers and Duties
  - Attend grievance hearings as required under the ATA Collective Agreement and render a decision in relation to the grievance.
  - Keep the Board informed on all matters of official ATA grievances that arises.
- iii. Membership
  - Two trustees
  - Superintendent's designate(s)
- iv. Meetings
  - As required to resolve grievance issues in accordance with the ATA Collective Agreement.

#### **5. Community Engagement and Public Relations Committee**

The Community Engagement and Public Relations Committee is established as a standing committee of the Board, with responsibilities for work as detailed below:

- i. Purpose

- To inform, educate, consult and involve the public to improve our Wolf Creek Public Schools education system.
  - To organize stakeholder meetings as directed by the Board including but not limited to school council evenings, municipal networking evenings and MLA meetings.
  - To develop and recommend to the Board appropriate employee recognition programs.
  - To organize the employee recognition and retirement evening.
- ii. Powers and Duties
- Develop appropriate employee recognition programs and make recommendations to the Board for implementation.
  - Develop operating budget for the employee recognition night.
  - Organize and plan the employee recognition night.
  - Appoint working groups to prepare and carry out specific tasks assigned by the committee.
  - Organize and plan stakeholder meetings and information sessions.
- iii. Membership
- Three trustees
  - Superintendent or designate
- iv. Meetings
- As required throughout the year based on need.

## **6. Student Review Committee**

The Student Review Committee is established as a standing committee of the Board, with responsibilities for work as detailed below:

- i. Purpose
- To make decisions concerning recommendations for the expulsion of any student.
- ii. Powers and Duties
- Hear representations relative to the recommendation from such Board employees/agents as it deems appropriate
  - Provide an opportunity for the student and/or appropriate student advocate to make representation.
  - Reinstate or expel the student. (If reinstated, state date for return and conditions to be met. If expelled, state term of expulsion and conditions for re-entry).
  - Inform the Board of the action taken by the Committee.

- With the Principal, provide background information during a Ministerial appeal of its decision.
- iii. Membership
- One trustee to serve as Chair and at least two other trustees.
  - Superintendent and designate(s).
- iv. Meetings
- As detailed in Policy 13 - Appeals and Hearings Regarding Student Matters.

## **7. ATA Negotiating Committee**

The ATA Negotiating Committee is established as a standing committee of the Board, with responsibilities for work as detailed below:

- i. Purpose
- To negotiate a collective agreement with the Teachers' representatives.
- ii. Powers and Duties
- Establish Board proposals within established Board mandates and guidelines.
  - Negotiate with Teachers' representatives.
  - Recommend action to the Board on negotiation issues.
- iii. Membership
- Two trustees, one to act as Chair.
  - Superintendent's designate, Secretary-Treasurer.
  - Regional Bargaining Agent
- iv. Meetings
- As required to negotiate or interpret agreements.

## **8. Audit Committee**

- i. Purpose
- To assist the Board of Trustees and the Superintendent of Schools in fulfilling their oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including GAAP compliance), and monitoring the Division's compliance with laws and regulations pertaining to the financial operations.
- ii. Authority
- The audit committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

- a. With the consent of the Board of Trustees, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
  - b. Seek any information it requires from employees - all of whom are directed to cooperate with the committee's requests - or external parties; and
  - c. Meet with division officers, external auditors or outside counsel, as necessary.
- iii. Composition
  - The audit committee shall consist of all Trustees of the Board one of whom shall act as chair of the audit committee; and
  - One member from the public at large appointed by the Board.
- iv. Meetings
  - The audit committee will meet at least once a year, with authority to convene additional meetings, as circumstances require. All audit committee members are expected to attend each meeting, in person or via tele- or video-conference. The audit committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors and executive sessions.
  - Minutes of meetings will be prepared. Audit committee reports shall be provided at a meeting of the Board of Trustees. The Executive Secretary to the Superintendent of Schools shall act as the Secretariat to the audit committee.
- v. Compensation
  - The audit committee members shall be compensated as follows as per Board Policy 7 "Board Operations".
- vi. Responsibility
  - The audit committee will carry out the following responsibilities:
    1. Financial Statements
      - Review significant accounting and reporting issues, including complex or unusual transactions;
      - Review the results of the audit with management and the auditors, including any difficulties encountered;
      - Review the annual financial statements and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
      - Review all matters required to be communicated to the Board with management and the auditors.

## 2. Internal Control

- Consider the effectiveness of the District's internal controls over annual reporting, including information technology security and control; and,
- Understand the scope of the auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

## 3. Audit

- Review the auditor's proposed audit scope and approach
- Review the performance of the auditors, and provide a recommendation to the Board for the final approval on the appointment or discharge of the auditors;
- Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the School Division, including non-audit services, and discussing the relationship with the auditors; and,
- On a needs basis, meet separately with the auditors to discuss any matters that the audit committee or auditors believe should be discussed privately.

## 4. Compliance

- Review the findings of any examinations by regulatory agencies, and any audit observations; and
- Obtain regular updates from management and company legal counsel regarding compliance matters.

### **AD HOC COMMITTEES**

Ad hoc committees may be established from time-to-time to assist the Board for a specific purpose or function. The terms of reference for each ad hoc committee will be established at the time of formation. The term of appointment shall end upon conclusion of the appointed purpose or function, or at the pleasure of the Board.

### **RESOURCE PERSONNEL**

The Superintendent may appoint resource personnel to work with committees, and shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

Legal Reference: Section 61, 62, 63, School Act

**Adopted: August 2004**

**Revised:**

**August 2005**

**April 2006**

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**December 2007**

**November 2009**

**October 2010**

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